

DEPARTMENT HEADS AND DIVISION CHIEFS
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EMPLOYMENT / PROMOTIONAL OPPORTUNITY

Vacancy No.: 21-309-1

Title of Position: Library Aide Part Time – Public Services
Vacancies exists in the Warwick Public Library

Salary Range: \$16.57 – \$20.94 per hour/19 hours per week

Date Posted: November 5, 2021

Deadline for Applying: OPEN UNTIL FILLED

Remarks: Examination Weight: 100% Education & Experience

Statement of Duties: Under the general supervision of the Director of the Library, provides excellent customer service to library patrons of all ages. Provides support to librarians. Duties include:

- Provides basic reference and reader's advisory assistance in-person and by phone to the public.
- Refers questions and inquiries of a research nature to Librarians.
- Answers directional inquiries; and locates and retrieves requested materials.
- Determines availability of materials by using the catalog.
- Assists patrons in locating materials using the catalog, databases, internet, and other relevant resources.
- Assists the public with self-service resources including using self-check machines, photo copiers, computers, printers, and fax machine.
- Provides information regarding library card registration and patron accounts.
- Assists with collection management and maintenance.
- Assists in program development and may conduct programs either in the building or through outreach to the community.
- Provides assistance and patron support at public service desks, phone, email, chat or other means of communication.
- Performs other duties and responsibilities as assigned.

Special Note: **Applicants will be subject to a criminal background check prior to employment. Negative findings may prevent applicant from being considered.**

Education & Experience: Such as may have been gained through High school diploma or general education degree (GED). Preference may be given to persons with customer service experience; or who have successfully completed courses pertinent to a master of library science program.

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>